

CHAPTER 7

TRANSFER STUDENTS

HECB RESERVE

The HECB will administer a transfer fund to enable a transferring student to receive the grant at another school within the same academic year. The originating school will not be asked to give up funds to the receiving school, nor will the receiving school be asked to reserve funds for the transferring student. Monies from the transfer fund are normally available until April 15 of each year.

DEFINITION

A “**transferring student**” is one who has received at least one disbursement of SNG funds during the aid year in which the transfer occurs. If no disbursement has occurred, a student is not eligible to participate in the transfer fund, regardless of need or eligibility. A student who is not eligible for transfer funds may be considered for the grant by the receiving institution as a first-time applicant.

The intent of this fund is to assist students transferring during the course of the regular academic year. After completing the spring term of an academic year, students who plan to transfer for the summer quarter will be served on a funds-available basis only.

PROCEDURES

While it is the student's responsibility to request the transfer funds, the paperwork necessary to claim the funding is initiated by the receiving school.

RECEIVING SCHOOL

The receiving school will confirm the student's eligibility and recalculate the student's award based on its own authorized maximum grant.

The receiving school completes the HECB-developed Transfer Fund Request Form (attached to this chapter). An electronic version of this form may be found on the HECB secure Website under the SNG “Memos/Forms” link.

The receiving school must send the Transfer Fund Request form to the HECB via signature-less document submission to claim funds for the current term and for the remainder of the

year. See Chapters VII and VIII for instructions on claiming funds.

The HECB shall increase the receiving school's reserve to fund the student's award for the remainder of the academic year if transfer funds are available.

Upon receipt of the Transfer Fund Request form, the HECB shall verify the receipt of SNG at the prior school.

At no time shall the originating school ever send a warrant to the receiving school for disbursement.

NOTE: All un-disbursed warrants at private and proprietary schools are to be returned promptly to the HECB.

**VALIDATION
REPORT**

After submission of the spring interim report, the HECB will send a validation report to all schools that received SNG transfer students during the current academic year. The schools must verify that the students did receive the transfer funds. If the transfer student reported to the HECB is not the student who received the funds, the school should report which student did. If the funds were paid out as regular SNG the institution will return incorrectly used Transfer funds to the HECB.

NOTE: If the original student never enrolled, the school is responsible for reimbursing the transfer funds to the HECB

TRANSFER FUND REQUEST FORM

FY: 2006-2007

FY: 2006-2007

DATE: _____

RECEIVING INSTITUTION: _____

[illegible]**TOTAL TRANSFER DOLLARS REQUESTED:**

\$0

Please report the following:

\$0.00

\$0.00

REQUESTING PAYMENT: The above named students are eligible for State Need Grant transfer funds. Please process a payment for the amount listed.

Name of Preparer at Receiving Institution

Phone Number (including area code)

***TRANSMIT REQUEST VIA SIGNATURE-LESS DOCUMENT SUBMISSION THROUGH SNG Public Cash or Private Warrant Request File:**

<https://fortress.wa.gov/hecb/secure/login.asp>

